General Information:

- Sites must provide one POC name for who will interface with the processing center. A conference call will then be setup between the processing centers and the site to explain the conversion process. Participants from the site should include the dba's, U-PASS administrators and the site POC.

- When the site feels it is ready to begin conversion they are to contact David Furr at 1-202-761-8775. David will verify all necessary preparation is complete and will then contact the processing centers to authorize starting conversion when the sites are ready. The sites and processing centers will then begin following the detailed checklist in the Eroc Restructure Checklist document.

- The bulk loading of new userids will **ONLY** change the eroc portion of the userid. The bulk moving of files will ONLY move between ids where just the eroc portion changes (e.g. c0imidcp files will move to g7imidcp). If the site creates new userids with more than just the eroc changed then they are responsible for moving files between userids. We will be happy to help but they must be specifically requested – the automated move does not handle any change other than the eroc portion of the id.

- No userids should be added under the new eroc's without first contacting David Furr – very few id's will be added prior to the bulk loads done during the scheduled time.

- No U-PASS activity is to be done by the site for 1 day prior to the start of the conversion

- When the CEFMS sid is turned over to the processing center there should be **no more user activity of any kind on any CEAP processing center UNIX systems** due to the adding/moving/deleting of userids. For example, once Rock Island begins converting from f4 to b5 then no f4 userid should be used on any of the processing center UNIX systems until after the processing centers have completed the user moves. If users do login during that time they risk their processes aborting or files being moved without warning.

- Add requests will be posted in U-PASS for non-processing center applications but it is the responsibility of the site to coordinate with the application administrator to move files between the old and new ids and delete the old userid.

- When files are moved from the old userid to the new userid they will overwrite any existing files of the same name in the new userid except for .login, .cshrc and .profile. If the new userid exists prior to the bulk load it is the user's responsibility to rename or move files/directories in the new userid that have the same name as files/directories in the old userid.

- Note, we are not currently planning to move /esig files between the processing centers.

- No changes are being made to training sids on wpc25

- For sites doing their own check disbursing; software for the PC will need to be received from Fred Anderson and run to re-register the cards doing disbursing. The site will need the serial numbers of those cards.

- The CEFMS database will be in restricted mode much of the time once the conversion process begins. The site should ensure that any id that will be running the activities listed in the Robert Richard letter have a default role of DBA within the CEFMS database.
    Sample sqlplus commands to give default role dba:

    GRANT DBA TO *userid*;
    ALTER USER *userid* DEFAULT ROLE DBA;

The bulk load within U-PASS will:

- post an Add request for the new userid's UNIX family on all CEAP UNIX systems where the old userid exists
- create a capability record for the site's CEFMS database for the new userid with a status of 'Y'. After the "Change Oracle Userid" activities a password change will be requested against the CEFMS database to reset the passwords following the database rename.
- if the old userid has access to a CEFMS database for a different eroc that capability will NOT be added to the new userid
- post an Add request for the non-CEFMS databases that reside at the processing centers (e.g. PROMIS, PRISM etc.)
- the CYBER family and CYBER database capabilities owned by the old userid will NOT be added to the new userid
- Post an Add request for non-processing center U-PASS applications for the new userid.
- Post an Add request for the new userid on the dialin systems if the old userid had dialin capabilities.

The move of user's files etc will:

- Pull the list of users to change from the /etc/passwd file
- Backup the old home directory
- Rename .login, .cshrc and .profile to append ".<old userid>" (e.g. .login.c0imisap)
- Generate new .login / .cshrc and .profile files that converts the old division name to the new division name, the old userid to the new userid and the old CEFMS sid name to the new CEFMS sid name. The user will still need to check the .login for correctness after conversion.
- move files in home directory of old userid to home directory of new userid using cpio with –u option which will overwrite files of the same name.
- Change the ownership of the new files to the new userid and remove the old userid's files.
- If the old userid is in cron.allow remove it and add the new userid
- Remove any crontab files owned by the old userid
- Copy mail from old id to new id
- /esig files – change owner to root
- change ownership of /cefms/data, /cefms/reports, /cefms/cron, /cefms/backups files
- change ownership of /cars/ceemis files
- If old id is in /etc/group for any secondary groups remove it and add the new userid
- Convert billing table entries for all userids within the eroc being converted, convert the billing eroc field for all users with the old billing eroc (this handles people from other districts charging time against the district being converted)
- if any links from /usr/local/bin to user files exist recreate them using the new userid

The bulk delete process, done after moving of user files will:

- Post a delete request for the old userid's UNIX family on all CEAP UNIX systems
- Remove the capability record for the site's CEFMS database for the old userid
- Any capability for another site's CEFMS database for the old userid will be left alone.
- Post a Delete request for the non-CEFMS databases that reside at the processing centers (e.g. PROMIS, PRISM, etc…)
- The CYBER family and CYBER database capabilities for the old userid will be left alone.
- Post a delete request for the old userid on the dialin systems.
- The deletion of the old userids on non-processing center applications will be the responsibility of the site / U-PASS administrator.